



HQ Air Force Personnel Center



First Sergeant Assignments

**MSgt Haakon Aamodt
Supt, First Sergeant
&
Special Duty Assignments**

Overview

AFPC



- Enlisted Assignment Update
- FS Application/Assignment Process
- FS Dynamics
- Special Duty Update

AFPC

Team Players



AFPC



COMMANDER



MAJCOM



MPF/CSS



MEMBER

Core Values

AFPC

Primary Focus: Balance Mission and People

☒ **Man the Air Force**

☒ **Mission priorities**

☒ **Resource distribution**

☒ **Fiscal responsibility**

☒ **Take care of people**

☒ **Fairness & Equity**

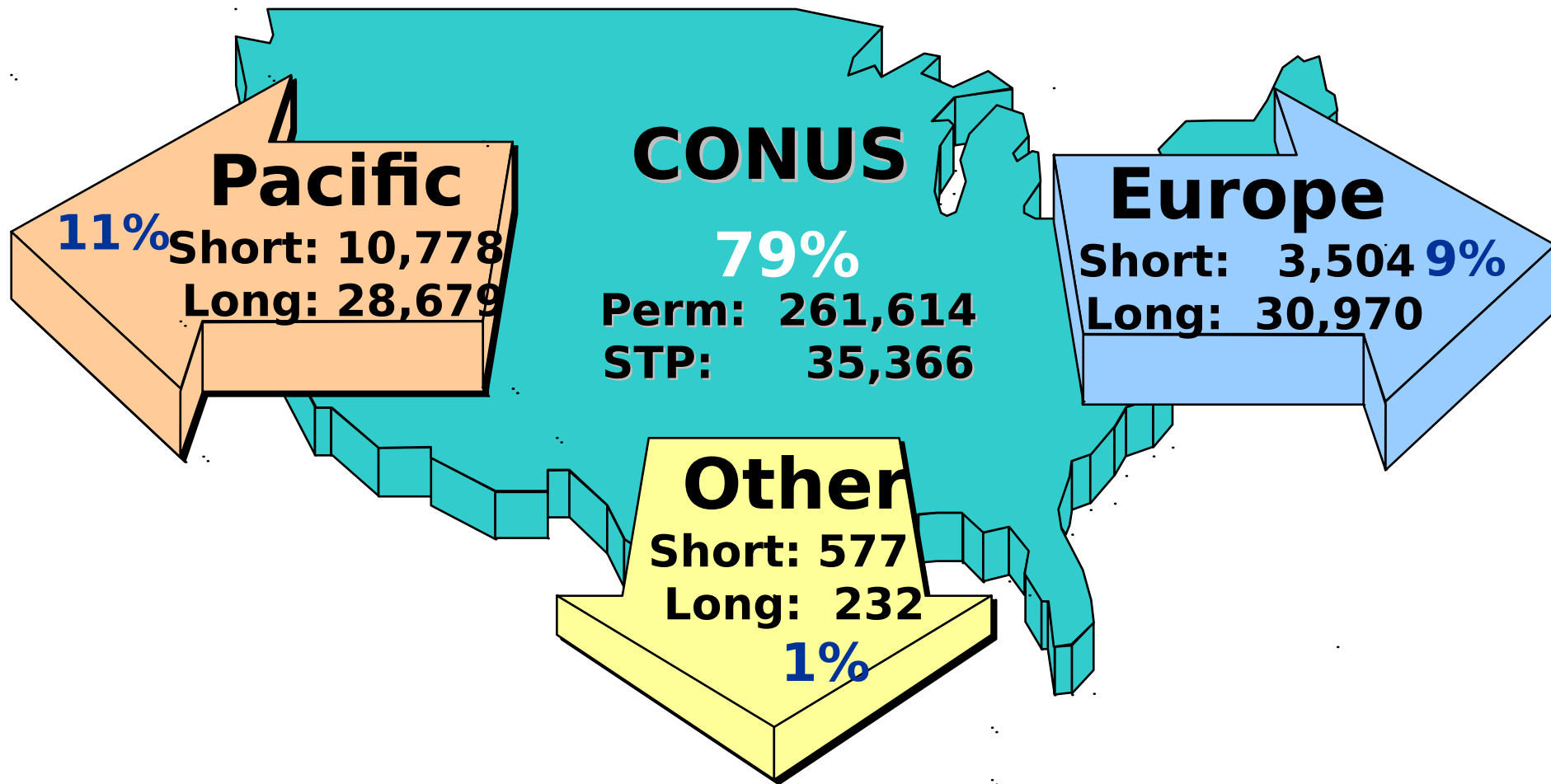
☒ **Sensitivity**

☒ **Visibility**



Worldwide Commitments

AFPC



Competing Priorities

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OIF/OEF/GWOT

KOREA

LOW DENSITY/HIGH DEMAND

FA-22

UAV

INTEL/LANG



SPECIAL OPS

MAJCOMS

SPECIAL DUTY

JOINT/DEPARTMENTAL

FUNCTIONAL PRIORITIZATION

Air Force Manning Policy

AFPC

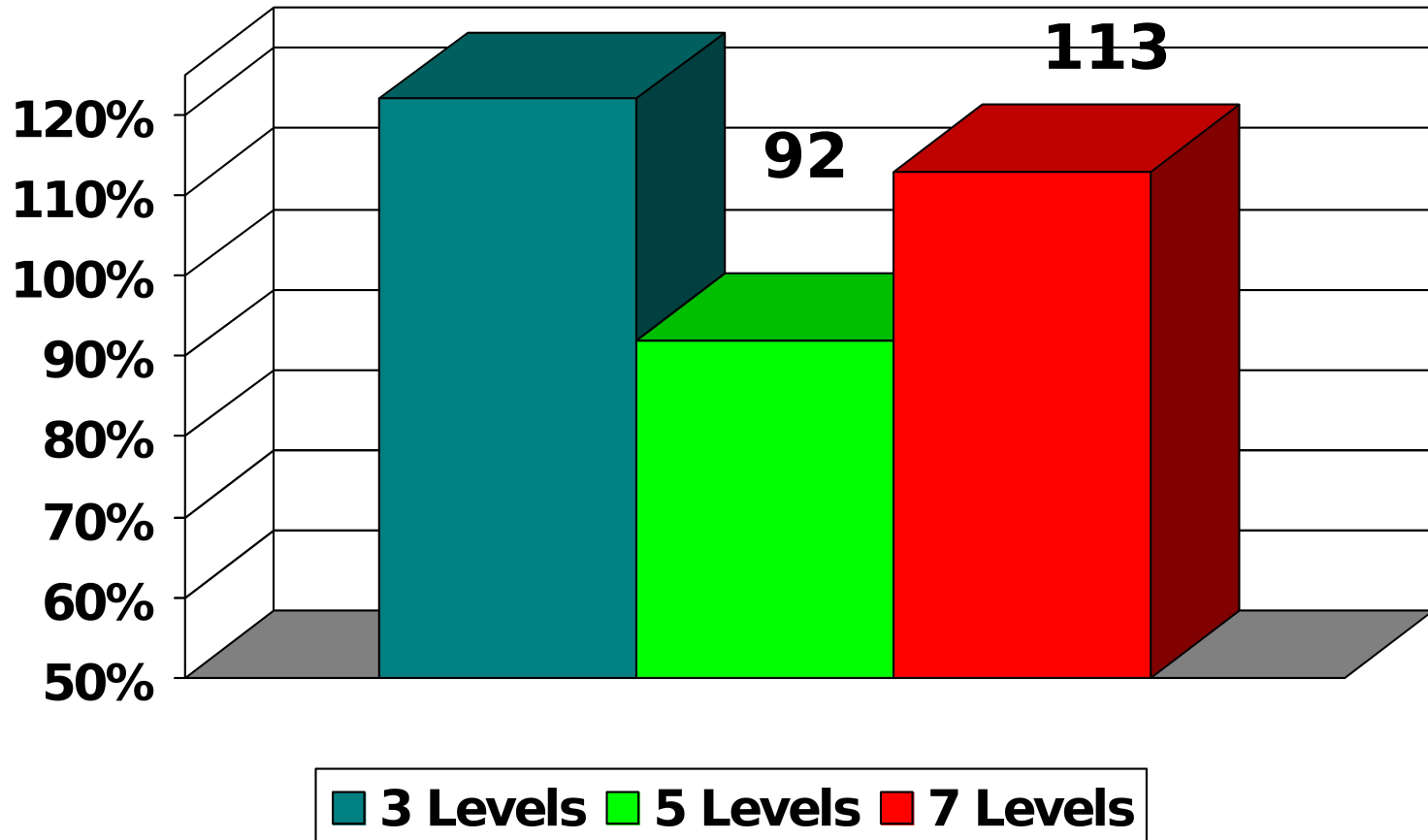


- Priority unit... 100% or worldwide avg
 - Varies by AFSC
 - Overseas
 - Short tour--100% at Air Force expense
 - Long tour--100% or worldwide average whichever is less
- Remaining to CONUS. . .fair share
 - Commands determine where

Dynamics of Our Business

Skill Level Manning

122

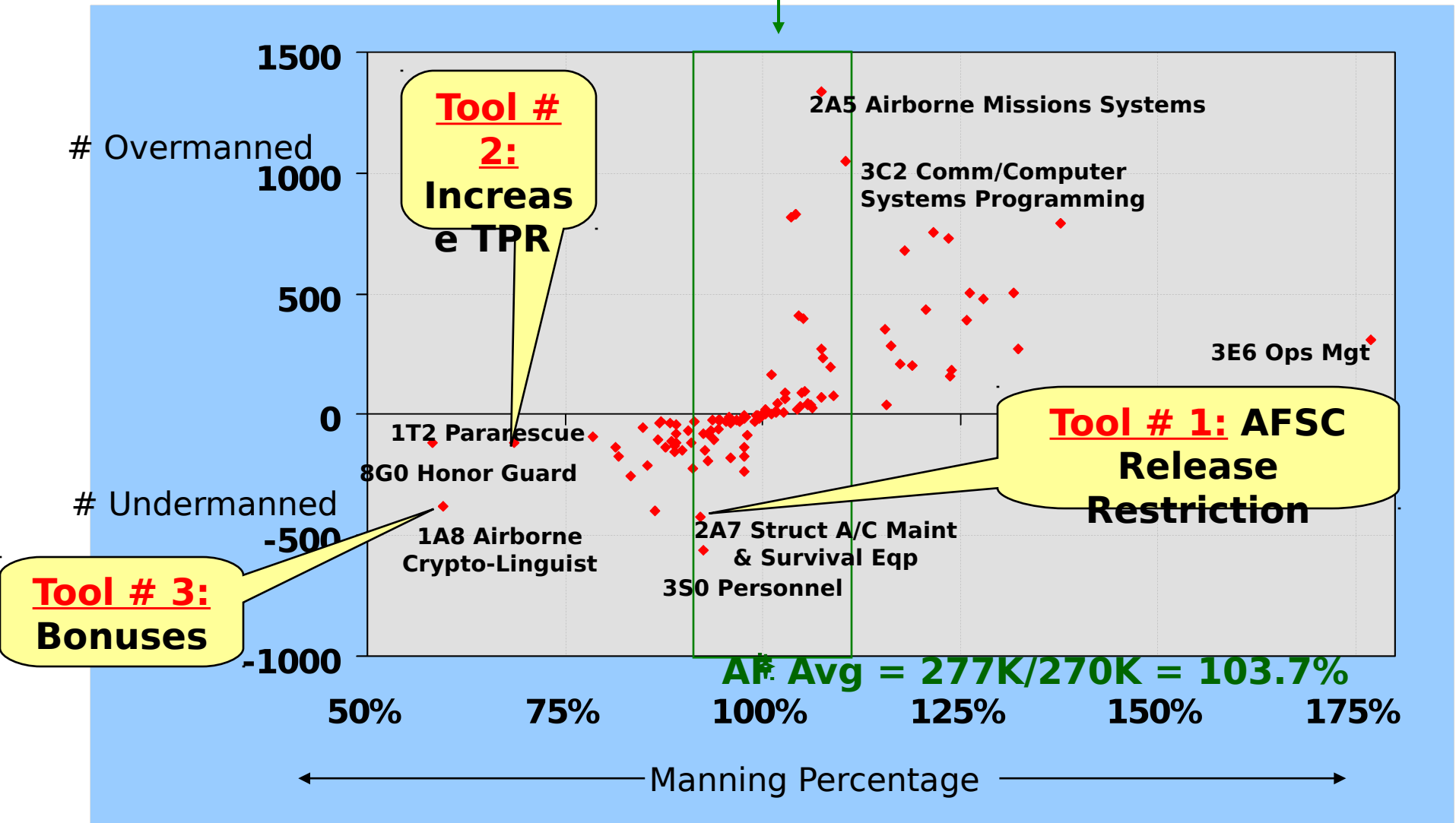


Enlisted Manning

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Objective: Get all AFSCs in the Box!



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FS Application/Assignment Process

First Sergeant (FS) Process

AFPC



- FS Management as of 1 Oct 02
 - 3-year initial tour
 - Can apply for 2nd 3-year tour or return to PAFSC
 - Current FS are grand-fathered and have indefinite tenures
- Application/assignment procedures
 - Initial FS process
 - Experienced FS process

FS Application Procedures

(Initial)

AFPC



- SPECAT Application
 - Accessible via AFPC Home Page/vMPF
- Installation CCM Nomination
 - Located on AFPC First Sergeant Home Page
- MAJCOM CCM Coordination
 - Once completed routes nomination to AFPC
- AFPC routes PAFSC release/schedules training
- Training schedule drives assignment cycle process
 - Six cycles per year/58 students per class

FY05 FSA Schedule

(Initial)

AFPC



<u>Adv</u>	<u>Pkg/Update Due</u>	<u>Training</u>	<u>RNLTD</u>
28 May 04	21 Jun 04	21 Oct-18 Nov	Dec
10 Aug 04	31 Aug 04	24 Jan-18 Feb	Mar
10 Oct 04	31 Oct 03	21 Mar-15 Apr	May
10 Jan 05	31 Jan 05	6 Jun-1 Jul	Aug
10 Feb 05	28 Feb 05	11 Jul-5 Aug	Sep
10 Apr 05	30 Apr 05	7 Sep-4 Oct	Nov

FS Assignment Procedures

(Initial)

AFPC



- Students compete for assignment requirements
 - FS allocations distributed to MAJCOM/DP staff
 - MAJCOM/DP determines locations
 - Locations advertised via AFPC Home Page
 - Prioritize/submit preference listing via email link
- Students considered for advertised rqmts
 - Highly encouraged to prioritize all listed locations

FS Assignment Procedures

(Initial)

AFPC



- May apply to remain in-place if listed as a requirement
 - MAJCOM CCM may recommend PCS for personnel with extended TOS

- OS candidates (18% of AF MSgt population in USAFE/PACAF)
 - Recruit applicants within 12 months of DEROS
 - Recruit applicants, as an exception, regardless of DEROS
 - Processed thru MAJCOM for curtailment
 - Request FS Academy training and return to current base
 - DEROS must be at least 12 months out
 - MAJCOM manning must support—MAJCOM/DP must recommend approval

FS Assignment Procedures

(Initial)

AFPC



- Assignment Selection Criteria
 - Students prioritized by TOS, shortest to longest
 - Consider local utilization-->3 year TOS
 - Cost savings/PCS budget consideration
 - If # of local vols exceed # of rqmts, least TOS remains
 - If no local rqmts, compete for PCS asgmt
 - After local utilization, students categorized as all other special duties
 - OS candidates (mand movers) training upon DEROS
 - CONUS candidates, prioritized by TOS (longest to shortest)

FS Assignment Procedures

(Experienced/2nd tour)

AFPC



- Experienced requirements include
 - SMSgt/CMSgt positions
 - OS short tour locations
 - EQUAL Plus positions (Recruiting Svc, USAF Acad)
 - Positions deemed necessary by MAJCOM
- Filled by those approved for/serving second tour and grand-fathered FS

FS Assignment Procedures

(Experienced/2nd tour)

AFPC



- 3 year initial tour of duty
 - At 23 month point AFPC pre-coordinates release for 2nd tour
 - Identify individuals in career fields unable to support release
 - Receive RIP at 24 month point
 - Return to PAFSC or apply for another tour
 - Individuals identified as not releasable may still apply for another tour
- Return to PAFSC
 - Acquire Unit CC and Wing CCM signature
 - Wing CCM forwards to MAJCOM CCM for coordination
 - AFPC coordinates with functional if local utilization requested
 - If member can't be utilized locally AFPC notifies MPF to update AAC 50
 - Notify MPF to update AAC 50 if PCS requested

FS Assignment Procedures

(Experienced/2nd tour)

AFPC



- Apply for another FS tour (3 years)
 - Acquire Unit CC and Wing CCM recommendation
 - Wing CCM forwards to MAJCOM CCM for coordination
 - AFPC will secure final release from functional advisor
 - Disapprovals--AFPC will update AAC 50 (mand move)
 - Approvals--eligible to compete for experienced rqmts
 - Note: Final approval decision for 2nd tour will be made at 30 month point unless selected for experienced requirement.
- AFPC will make final approval/disapproval at 30 month point
 - Disapprovals—AFPC will look at local utilization in previous AFSC
 - If PCS required/desired AAC 50 will be updated for next OS/CMM
 - Approvals—coded in system to show released for 2nd tour

FS Assignment Procedures

(Experienced/2nd tour)

AFPC



- Requirements advertised on AFPC Home Page each cycle
- Assignment selection criteria
 - OS short tour locations
 - Vols, then non-vols by fewest # of short tour, earliest ODSD
 - SPECAT OS/CONUS locations
 - Vols, then non-vols by earliest ODSD for OS locations, longest TOS for CONUS locations
 - Overseas long tour locations
 - Vols, then non-vols by earliest ODSD
 - CONUS locations
 - Vols, then non-vols by longest TOS

FS Assignment Procedures

(Voluntary Diamond Removal)

AFPC



- Applicable to individuals approved for a second tour and grandfathered shirts
- Must have at least 3 years as a First Sergeant
- Submit request via memorandum
 - Follows same process as original application
 - Commander, Wing CCM, MAJCOM CCM, AFPC
 - Letter needs to include requested effective date
- Turning in diamond makes individual a Mandatory Mover
 - 1st look is for local utilization
 - If manning doesn't support member will PCS
 - Update code 50 to coincide with requested effective date
 - Provide a needs of the AF assignment if requested date is prior to next CONUS Mandatory Move cycle

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First Sergeant Dynamics

First Sergeant Management

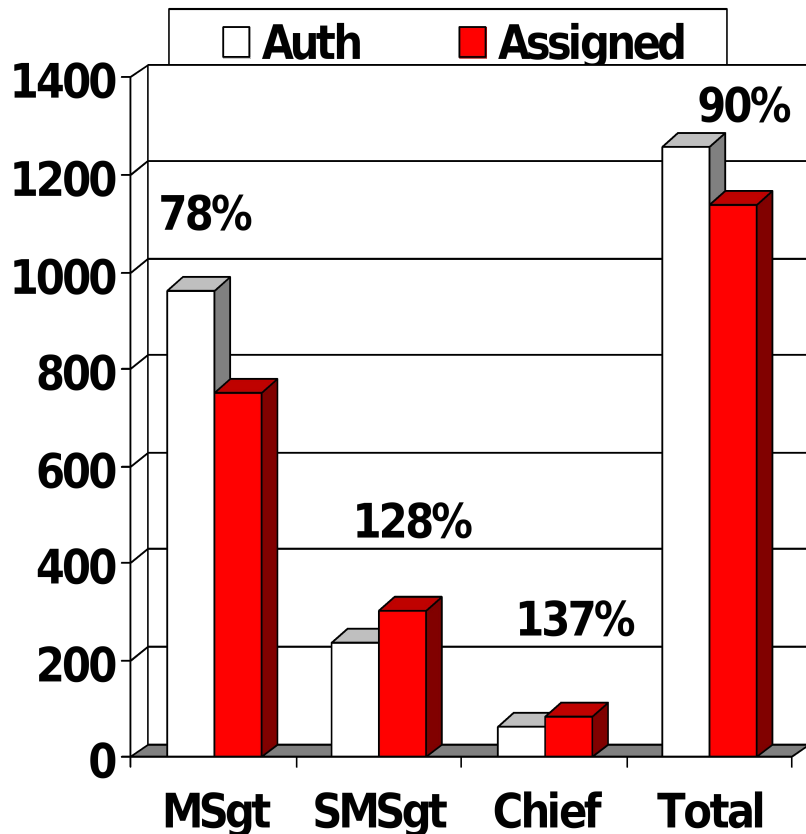
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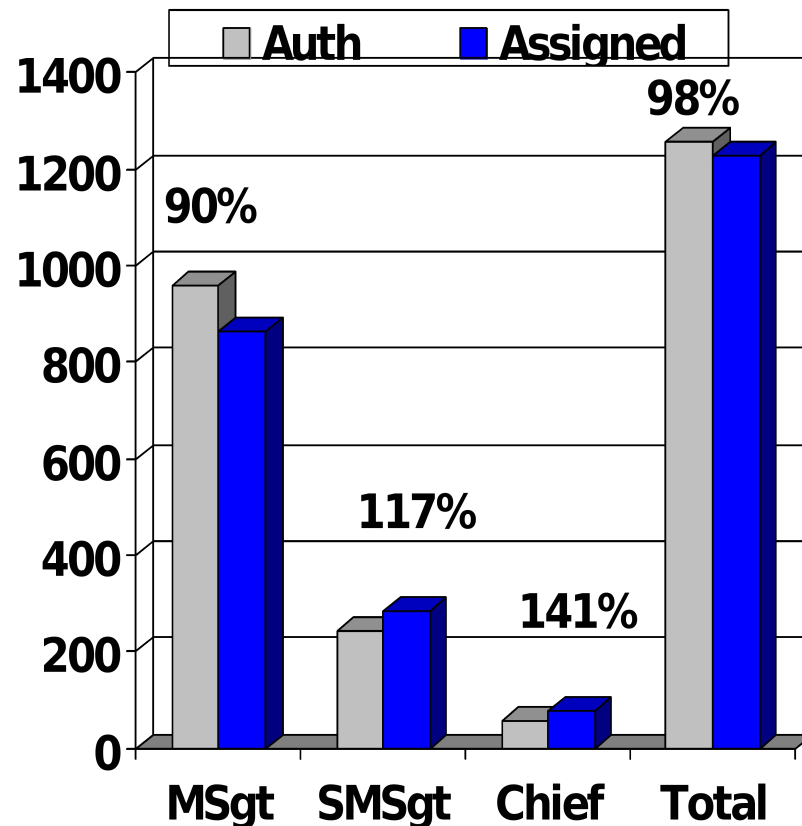
- CSAF change to current FS management
 - Effective 1 Oct 02
 - 1st Class is coming up on 2 year point
 - Prior First Sergeants have indefinite tours
- Centralized assignments
- OS long tours manned at WW avg; tools to recruit
- CMSAF priority to fill all authorizations
 - Active recruitment campaign on-going
- First Sergeant Centralized Selection Process
 - Implemented to supplement vol process
 - 120 individuals selected – 74 vol, 46 non-vol
- Report card...

First Sergeant Manning

AFPC



Oct 2003
137 empty FS auth



Dec 2004

First Sergeant Issues

AFPC “Worldwide Commitments”



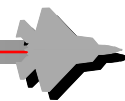
CONUS: 98%
Authorized: 961
Assigned: 944

Overseas: 96%
Authorized: 294
Assigned: 283

Total: 98%
Total Authorized:
1255
Total Assigned: 1227

First Sergeant Issues

AFPC



Short Tour Requirements

■ *Osan	SMSgt 3	MSgt 18
■ *Kunsan	SMSgt 1	MSgt 11
■ *Andersen	SMSgt 0	MSgt 7
■ Izmir	SMSgt 1	MSgt 5
■ *Incirlik	SMSgt 0	MSgt 7
■ *Lajes Field	SMSgt 0	MSgt 6
■ *Keflavik	SMSgt 0	MSgt 6
■ Clear	SMSgt 0	MSgt 1
■ Thule	SMSgt 0	MSgt 1
■ SW Asia	SMSgt 1	MSgt 5
■ <u>Ecuador</u>	<u>SMSgt 1</u>	<u>MSgt 0</u>
TOTAL	SMSgt 7	MSgt 67

Note: *Allows inexperienced First Sergeants

Career Field Dynamics

AFPC



☐ **As of Dec 2003**

- ☐ 1264 authorized/1127 assigned – 90%
- ☐ 1038, or 92% retirement eligible
- ☐ 113, or 10% approved retirements in system
- ☐ 320, or 35% on code 45

☐ **Projected for Dec 2004**

- ☐ 1255 authorized/ 1227 assigned – 98%
- ☐ 952, or 71% retirement eligible
- ☐ 150, or 12% approved retirements in system
- ☐ 428, or 35% on code 45

Career Field Dynamics

AFPC



□ **Overseas Vulnerability (as of Aug 04)** *dates change each cycle

□ Short tours

□ MSgt – those with no short tour credit

□ SMSgt – One short tour; STRD of Nov 93 and earlier

□ Long tours

□ MSgt -- ODSD Dec 95 and earlier

□ SMSgt – ODSD of Dec 95 or earlier

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Special Duty Update

Challenges We Face

AF Special Duty Selections

AFPC



■ How it Began.....

- Enlisted Accession Recruiter -- Poor Manning (83%), Short of End Strength Goals for '00, Poor Retention
- Implemented "2000 and Beyond" in Jul '01
 - 501 candidates selected - 171 disqualified

■ Where we are today.....

- MTI/MTL selection process approved by AF/DP in Jan 03
 - Selects made upon Hq AETC request
 - MTI prgm employed -- 91 candidates selected--75 female, 16 male
 - Female MTI manning currently 29%
 - 95% disqual rate for selects

■ Assignment Process

- AFPC matches/loads volunteers
- Candidates selected/loaded to fill remaining positions
 - Database of eligibles prioritized longest to shortest TOS
 - No quality indicators, good EPRs, currently not in special duty

■ MPFM 03-21 released May 03 - Updated roster Jun 04

- Notified vulnerable personnel (>6 years TOS)

AF Special Duty Selections

AFPC



- Notification process developed for vulnerables
 - Flexibility permitted...either MTI/MTL or Recruiting
- Disqualification from one does not preclude another
- Senior leadership support is critical to success
 - Philosophical change for enlisted career development
 - Recommend/non-recommend selected personnel
- Bottomline...."Cultural Shift"...special duties are an integral part of an NCO's career path

Current Issues

AFPC



- High School Senior Assignment Deferment Program
- Local Manning Hires, e.g., Honor Guard, FTAC, CAA, Dorm Manager
- CONUS Mandatory Mover Program (CONUS EQUAL)

Summary

AFPC



- Enlisted Assignment Update
- FS Application/Assignment Process
- FS Dynamics
- Special Duty Update



U.S. AIR FORCE

QUESTIONS?

